**List of Records to be maintained: -**

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| **Record No.** | **Record Title** | **Hard/Soft form** | **Retention Period** | **Responsibility** |
| CALIBRATION REPORTS | VL/IMS/VAB/PID1/INST/REC/01 REV- 02 | Hard | 02 YEARS | Area In charge |
| OUT OF CALIBRATION REPORT | VL/IMS/VAB/PID1/INST/ REC /02 REV- 02 | Hard | 02 YEARS | Area In charge |
| CALIBRATION HISTORY | VL/IMS/VAB/PID1/INST/REC/03 REV- 02 | Hard | 02 YEARS | Area In charge |
| CALIBRATION STICKER | VL/IMS/VAB/PID1/INST/REC/04REV- 00 | Hard | 01 YEARS | Area In charge |
| 'A’ SHIFT DAILY CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /05 REV- 15 | Hard | 01 YEARS | Area In charge |
| ‘B’ SHIFT DAILY CHECKLIST | VL/IMS/VAB/PID1/INST/REC/06REV- 15 | Hard | 01 YEARS | Area In charge |
| ‘C’ SHIFT DAILY CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /07 REV- 15 | Hard | 01 YEARS | Area In charge |
| HALF YEARLY PCI CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /08 REV- 00 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR HOT BLAST STOVES BF-1/ BF2 | VL/IMS/VAB/PID1/INST/ REC /09 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR 27 METRE LEVEL SIDE BF-1 | VL/IMS/VAB/PID1/INST/ REC /10 REV- 06 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR 27 METRE LEVEL SIDE BF2 | VL/IMS/VAB/PID1/INST/ REC /11 REV- 06 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR TOP DEVICES BF-1/ BF2 | VL/IMS/VAB/PID1/INST/ REC /12 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR THERMOCOUPLES BF-1 | VL/IMS/VAB/PID1/INST/ REC /13 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR THERMOCOUPLES BF-2 | VL/IMS/VAB/PID1/INST/ REC /14 REV- 02 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR CONTROL ROOM BF-1/ BF2 | VL/IMS/VAB/PID1/INST/ REC /15 REV- 04 | Hard | 02 YEARS | Area In charge |
| QUARTERLY CHECKLIST FOR BLOWER RTD BF1/BF2 | VL/IMS/VAB/PID1/INST/ REC /16 REV- 03 | Hard | 03 YEARS | Area In charge |
| QUARTERLY CHECKLIST FOR THERMOCOUPLES BF1/BF2 | VL/IMS/VAB/PID1/INST/ REC /17 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR GCS BF1/BF2 | VL/IMS/VAB/PID1/INST/ REC /18 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY SHUTDOWN CHECKLIST FOR CONTROL VALVES BF-1/ BF2 | VL/IMS/VAB/PID1/INST/ REC /19 REV- 04 | Hard | 02 YEARS | Area In charge |
| BIMONTHLY SHUTDOWN CHECKLIST FOR CAT DG | VL/IMS/VAB/PID1/INST/ REC /20 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR P.A. SYSTEM | VL/IMS/VAB/PID1/INST/ REC /21 REV- 05 | Hard | 02 YEARS | Area In charge |
| BIMONTHLY CHECKLIST FOR SLAG DRYER | VL/IMS/VAB/PID1/INST/ REC /22 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR THICKENER | VL/IMS/VAB/PID1/INST/ REC /23 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST LDC | VL/IMS/VAB/PID1/INST/ REC /24 REV- 00 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FIRE ALARM | VL/IMS/VAB/PID1/INST/ REC /25 REV- 02 | Hard | 02 YEARS | Area In charge |
| BIMONTHLY CAMERA CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /26 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST MOTORISED STOCKROD BF-1/BF-2 | VL/IMS/VAB/PID1/INST/ REC /27 REV- 03 | Hard | 02 YEARS | Area In charge |
| QUARTERLY CHECKLIST WALKY TALKIES | VL/IMS/VAB/PID1/INST/ REC /28 REV- 03 | Hard | 02 YEARS | Area In charge |
| BIMONTHLY CHECKLIST AIR RECEIVER GAUGE CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /29 REV- 02 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST BF1 BAG HOUSE | VL/IMS/VAB/PID1/INST/ REC /30 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST AIR RECIEVER AUTO DRAIN | VL/IMS/VAB/PID1/INST/SECT/31 REV- 02 | Hard | 02 YEARS | Area In charge |
| WEEKLY CHECKLIST WEIGH BRIDGE | VL/IMS/VAB/PID1/INST/ REC /32 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST FOR ONLINE CO MONITOR | VL/IMS/VAB/PID1/INST/ REC /33 REV- 04 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST CASTHOUSE   BF1/BF2 | VL/IMS/VAB/PID1/INST/ REC /34 REV- 03 | Hard | 02 YEARS | Area In charge |
| QUATERLY CHECKLIST HOT BLAST STOVES FIELD BF-1 / BF-2 | VL/IMS/VAB/PID1/INST/ REC /35 REV-02 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST BAG HOUSE BF2 | VL/IMS/VAB/PID1/INST/ REC /36 REV- 02 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST COOLING TOWER | VL/IMS/VAB/PID1/INST/ REC /37 REV- 02 | Hard | 02 YEARS | Area In charge |
| BIMONTHLY CHECKLIST OVERHEAD TANK | VL/IMS/VAB/PID1/INST/ REC /38 REV- 02 | Hard | 02 YEARS | Area In charge |
| QUARTERLY CHECKLIST COKE TUNNEL BF-1 / BF-2 | VL/IMS/VAB/PID1/INST/ REC /39 REV- 02 | Hard | 02 YEARS | Area In charge |
| FORTNIGHTLY CHECKLIST FLARESTACK | VL/IMS/VAB/PID1/INST/ REC /40 REV- 02 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST JETTY\_SETTLING & SPOND INSTRUMENTS | VL/IMS/VAB/PID1/INST/ REC /41 REV- 03 | Hard | 02 YEARS | Area In charge |
| FORTNIGHTLY CHECKLIST FOR GAS ANALYSER | VL/IMS/VAB/PID1/INST/ REC /42 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST SIDE STREAM FILTER | VL/IMS/VAB/PID1/INST/ REC /43 REV- 03 | Hard | 02 YEARS | Area In charge |
| FORTNIGHTLY CHILLER CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /44 REV- 03 | Hard | 02 YEARS | Area In charge |
| MONTHLY FIRE HYDRANT CHECKLIST | VL/IMS/VAB/PID1/INST/REC/45REV- 01 | Hard | 02 YEARS | Area In charge |
| MONTHLY CHECKLIST  CRANE WEIGHING SYSTEM | VL/IMS/VAB/PID1/INST/ REC /46 REV- 00 | Hard | 02 YEARS | Area In charge |
| QUARTERLY TECHNICIANS TOOL CHECKLIST | VL/IMS/VAB/PID1/INST/ REC /47 REV- 00 | Hard | 02 YEARS | Area In charge |

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| **Prepared By:**  Head Instrumentation PID1 | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Electrical & Instrumentation PID1 |
| **Signature:** | **Signature:** | **Signature:** |
| **Date:** 13.09.2023 | **Date:** 13.09.2023 | **Date:** 13.09.2023 |